

**City of Lauderhill
Employment Opportunity
10/7/05
Open-Competitive**

**Job Title: Human Resources Specialist
Human Resources Department**

Salary:

\$36,923.00 annually

Job Description:

Under general supervision, the purpose of the position is to provide all services associated with recruiting, hiring, and terminating City employees. Employees in this classification perform administrative support and limited supervisory work. Position is responsible for recruiting, testing, interviewing, selecting, and processing new hires. Performs related work as directed.

Note: Upon request, official job description of the duties required in this position is available in the Human Resources Department.

Qualification Requirements:

Associate's degree with course work emphasis in Human Resources Management, or Public Administration; supplemented by minimum five (5) years previous experience and/or training that includes supervision and human resource management or may substitute Bachelor's degree for two (2) years experience and a Master's degree for two (2) additional years of experience; an equivalent combination of education, training, and experience may be considered. Municipal experience preferred.

Basis of Rating:

- 1) Review of application based on education, training, and experience as shown in the application.
- 2) An interview designed to evaluate each applicant's knowledge in this field of work.

Closing Date & Time:

Open until filled

Applicant must file a complete application and attach copy of Associate's degree and/or relevant certifications as indicated above. Resumes alone are not acceptable.

How to Apply:

Applications may be obtained at the City of Lauderhill, Human Resources Department, 2100 NW 55th Avenue, Lauderhill, Florida 33313, from 8:00 A.M. to 4:15 P.M., Monday through Friday. Applications may be mailed upon request by calling (954) 730-3090 or visit our website at <http://lauderhill-fl.gov>.

Benefits:

Full-time employees of the City enjoy an excellent benefits packages including educational assistance, paid vacation leave, pension, dental and health insurance, and career advancement.

**Equal Opportunity and Affirmative Action Employer/M-F/D/V
Pre-employment Physical, Drug and Alcohol Screening**